



SCHOOL WEBSITE CHECKLIST

ENSURE YOUR WEBSITE IS OFSTED COMPLIANT

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cleverbox

EXPERTS IN BRANDING & WEBSITES FOR SCHOOLS

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WEBSITE CHECKLIST

Every local authority maintained school must publish specific information on its website to comply with The School Information (England) (Amendment) Regulations 2016.



We're all aware that Ofsted inspectors spend time before or during an inspection reviewing content on your school website. But with little notice of an impending visit, keeping your site up-to-date could save time and hassle during that all important Ofsted visit countdown!

In this guide you will find:



ESSENTIALS: A checklist of statutory information which is required to be present on your website



DESIRABLES: A checklist of recommended content for your website



PERFECTION: Tips to enhance your school website

ESSENTIALS

✍ SCHOOL/COLLEGE CONTACT DETAILS	SUGGESTED LOCATION
<input type="checkbox"/> School/College Name <input type="checkbox"/> Postal Address <input type="checkbox"/> Telephone Number	Home Page / Contact
<input type="checkbox"/> Name of the member of staff who deals with queries from parents and other members of the public <input type="checkbox"/> Who to contact to request a paper copy of the information on your website (this must be supplied free of charge) <input type="checkbox"/> Address and telephone number of the Academy Sponsor or Academy Trust Head Office	Contact
<input type="checkbox"/> Name of Headteacher / Principal	Welcome / Contact
<input type="checkbox"/> Name and address of the chair of the governing body	Governing Body / Contact
<input type="checkbox"/> Name and details of your SENCo	Key Staff List / SEN
✍ ETHOS, AIMS & VALUES STATEMENT	SUGGESTED LOCATION
<input type="checkbox"/> A statement of your school's ethos, aims and values	Vision and Ethos
✍ ADMISSIONS ARRANGEMENTS	SUGGESTED LOCATION
<p>Publish a summary of your admissions process for every age group including:</p> <input type="checkbox"/> Application process <input type="checkbox"/> How parents can apply through your local authority <input type="checkbox"/> Details of your selection criteria <input type="checkbox"/> Details of your over-subscription criteria <input type="checkbox"/> Your school's admissions number (PAN) <input type="checkbox"/> Admissions arrangements for disabled students	Admissions
<p>If you are an academy or free school you must also supply the following:</p> <input type="checkbox"/> Details on priority applications <input type="checkbox"/> Mid-year application information and process	
✍ EXCLUSION ARRANGEMENTS	SUGGESTED LOCATION
<input type="checkbox"/> Details of your policy for pupil exclusion	Policies / Behaviour and Welfare

✍ OFSTED REPORTS	SUGGESTED LOCATION
<input type="checkbox"/> A copy of your school's current Ofsted report (or a link to the report on the Ofsted website)	Information
✍ PERFORMANCE TABLES	SUGGESTED LOCATION
<p>Key Stage 1 + 2 Results The following information to be published:</p> <input type="checkbox"/> Percentage of pupils who have achieved the expected standard in reading, writing and maths <input type="checkbox"/> Average progress of pupils in reading, writing and maths since KS1 <input type="checkbox"/> Percentage of pupils who have achieved high reading, writing and maths scores <input type="checkbox"/> Average scores in reading and maths	Exams & Key Stage Results
<p>Key Stage 4 Results The following information to be published:</p> <input type="checkbox"/> Progress 8 score <input type="checkbox"/> Attainment 8 score <input type="checkbox"/> Percentage of pupils who have achieved Grade C and above in English and maths <input type="checkbox"/> Percentage of pupils achieving the English Baccalaureate <input type="checkbox"/> Student 'destinations' (the percentage of students who continue to further education, training or employment at the end of 16-19 study)	Exams & Key Stage Results
<p>Key Stage 5 Results (16-19) Academies, Free Schools and Colleges</p> <input type="checkbox"/> Progress students have made in English and maths <input type="checkbox"/> Progress students have made compared with students across England <input type="checkbox"/> The average grade your students get at 16 to 19 study <input type="checkbox"/> Student 'retention' (the percentage of students who get to the end of their study programme) <input type="checkbox"/> Student 'destinations' (the percentage of students who continue to education, training, or employment)	Exams & Key Stage Results
<input type="checkbox"/> Link to DfE Performance tables	Exams & Key Stage Results
✍ CURRICULUM	SUGGESTED LOCATION
<input type="checkbox"/> The content of your curriculum in each academic year for every subject <input type="checkbox"/> The names of phonics or reading schemes you are using in KS1 <input type="checkbox"/> A list of the courses available to pupils at KS4, including GCSEs <input type="checkbox"/> How parents or other members of the public can find out more about the curriculum your school is following <input type="checkbox"/> How you meet the 16-19 study programme requirements (Key Stage 5) <input type="checkbox"/> Statement of British Values	Curriculum

✎ BEHAVIOUR POLICY	SUGGESTED LOCATION
<input type="checkbox"/> Information detailing your school's behaviour policy and anti-bullying strategy for both students and staff - Behaviour policy must comply with section 89 of the Education and Inspections Act 2006	Policies
✎ SAFEGUARDING & CHILD PROTECTION	SUGGESTED LOCATION
<input type="checkbox"/> Your school's child protection and safeguarding policy	Policies / Safeguarding
✎ PUPIL PREMIUM	SUGGESTED LOCATION
<p>A published strategy for the school's use of pupil premium funding including:</p> <input type="checkbox"/> How much pupil premium funding you received for the current academic year <input type="checkbox"/> The main barriers to educational achievement faced by eligible pupils <input type="checkbox"/> How you will spend the pupil premium to address those barriers with explanations <input type="checkbox"/> How you will measure the impact of the pupil premium funding <input type="checkbox"/> The date of the next pupil premium strategy review <p>Details for the previous academic year:</p> <input type="checkbox"/> How you spent the pupil premium funding <input type="checkbox"/> The impact the pupil premium had on eligible students	Pupil Premium & Year 7 Catch Up
✎ YEAR 7 LITERACY AND NUMERACY CATCH-UP PREMIUM	SUGGESTED LOCATION
<p>If you are an academy you must outline the below in the financial year. If you are a maintained school you must outline the below information in the academic year:</p> <input type="checkbox"/> How much Year 7 catch-up premium you received <input type="checkbox"/> How you will spend the funding <input type="checkbox"/> How you spent the funding last year <input type="checkbox"/> The impact of the funding on students' attainment last year with evidence	Pupil Premium & Year 7 Catch Up
✎ PE AND SPORT PREMIUM FOR PRIMARY SCHOOLS	SUGGESTED LOCATION
<input type="checkbox"/> How much funding you received for this academic year <input type="checkbox"/> A full breakdown of how you will spend the funding this year <input type="checkbox"/> The impact of the PE and sport premium on sport participation and attainment <input type="checkbox"/> How you will make these improvements sustainable <p>Number of pupils within your year 6 cohort can do each of the following:</p> <input type="checkbox"/> Swim competently, confidently and proficiently over a distance of at least 25 metres <input type="checkbox"/> Use a range of strokes effectively <input type="checkbox"/> Perform safe self-rescue in different water-based situations	PE and Sport Premium

✍ SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)	SUGGESTED LOCATION
<p>Publish your policy for pupils with SEN, which must comply with:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Section 69(2) of the Children and Families Act 2014 <input type="checkbox"/> Regulation 51 and schedule 1 of the Special Educational Needs and Disability Regulations 2014 <input type="checkbox"/> Section 6 of the SEN and Disability code of practice 0 to 25 years' <input type="checkbox"/> This must be annually reviewed <input type="checkbox"/> The steps you have taken to prevent disabled pupils from being treated less favourably than other pupils 	SEN
✍ ACCESSIBILITY PLAN FOR DISABLED STUDENTS	SUGGESTED LOCATION
<p>You need to carry out accessibility planning for disabled pupils which complies with paragraph 3 of schedule 10 of the Equalities Act 2010 detailing how you:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Increase your pupils' ability to participate in the curriculum <input type="checkbox"/> Improve the physical environment of your school allowing disabled pupils to benefit from the facilities and services <input type="checkbox"/> Improve the availability of accessible information to your disabled pupils <input type="checkbox"/> The facilities you provide to help disabled pupils to access the school 	SEN
✍ EQUALITY OBJECTIVES	SUGGESTED LOCATION
<p>Academies and free schools must comply with the public sector equality duty and publish:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Information of how the school complies with the public sector equality duty - updated annually <input type="checkbox"/> Your school's equality objectives - updated at least every 4 years <input type="checkbox"/> How your school is eliminating discrimination (see Equalities Act 2010) <input type="checkbox"/> How the school improves equality of opportunity for people with protected characteristics <input type="checkbox"/> How your school consults and involves individuals affected by inequality in the decisions your school takes to promote equality and eliminate discrimination e.g. pupils, staff, parents, members of the community 	Policies / Equalities and Additional Intervention
✍ COMPLAINT'S POLICY	SUGGESTED LOCATION
<ul style="list-style-type: none"> <input type="checkbox"/> Complaints policy <input type="checkbox"/> Whistle-blowing policies (if you have a 6th Form) <input type="checkbox"/> Any arrangements for handling complaints from parents of children with special educational needs (SEN) about the support the school provides 	Policies / Complaints Policy

✍ GOVERNORS' INFORMATION AND DUTIES	SUGGESTED LOCATION
<p>You must publish the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The structure and remit of your school's governing body and any committees your school has, with the name of the chair of each <input type="checkbox"/> For each member and trustee that has been a member in the last 12 months you must provide their full name, term of office, who appointed them and the date they stepped down (if applicable) <input type="checkbox"/> A list of the relevant business and pecuniary interests for each member and trustee including governance roles in any other educational institutions and any material interests arising from relationships between governors and school staff <input type="checkbox"/> An attendance record for members and trustees at board and committee meetings over the last academic year <p>For academies - refer to the Academies financial handbook</p>	<p>Governing Body</p>
✍ ANNUAL REPORTS AND ACCOUNTS	SUGGESTED LOCATION
<p>If you are an academy or free school you must publish the following financial information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annual Report <input type="checkbox"/> Annual audited accounts <input type="checkbox"/> Memorandum of association <input type="checkbox"/> Articles of association <input type="checkbox"/> Names of charity trustees and members <input type="checkbox"/> Funding Agreement 	<p>Governing Body</p>
✍ CHARGING AND REMISSIONS POLICIES	SUGGESTED LOCATION
<p>Publish your school's charging and remissions policies including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The activities or cases where your school will charge pupils' parents <input type="checkbox"/> The circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy 	<p>Policies / Charging & Remissions</p>
✍ CAREERS PROGRAMME INFORMATION	SUGGESTED LOCATION
<p>Publish information about your school's careers programme including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact details including the name, email address and telephone number of your school's Careers Leader <input type="checkbox"/> Summary of your careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme <input type="checkbox"/> How your school measures and assesses the impact of the careers programme on pupils <input type="checkbox"/> The date of the school's next review of the information published 	<p>Policies / Charging & Remissions</p>

DESIRABLES +

At Cleverbox we suggest the following content to enhance your school website.

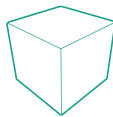
GENERAL	SUGGESTED LOCATION
<input type="checkbox"/> A location map including directions and parking	Contact
<input type="checkbox"/> Links to Direct.Gov Schools, DfE home page and Local Authority Schools website	Information
HOME	SUGGESTED LOCATION
<input type="checkbox"/> News feed e.g. Twitter <input type="checkbox"/> Translator tool	Home
GOVERNORS	SUGGESTED LOCATION
<input type="checkbox"/> Dates for meetings <input type="checkbox"/> Minutes and updates	Governors
STUDENTS	SUGGESTED LOCATION
<input type="checkbox"/> Links to educational sites <input type="checkbox"/> Links to emotional support sites e.g. Childline, Youngminds <input type="checkbox"/> After-school clubs / extra curricular activities <input type="checkbox"/> Careers advice	Students
PARENTS	SUGGESTED LOCATION
<input type="checkbox"/> Letters home (downloadable) <input type="checkbox"/> Uniform list and suppliers (downloadable order form) <input type="checkbox"/> Lunch menu (menu, cost, free school meal sign up) <input type="checkbox"/> Information about the PTA / Parents Forum <input type="checkbox"/> Parents feedback page	Parents
NEWS AND EVENTS	SUGGESTED LOCATION
<input type="checkbox"/> School news posts <input type="checkbox"/> Newsletters	News
<input type="checkbox"/> Calendar with events	Calendar
<input type="checkbox"/> Term dates	Calendar / Parents
<input type="checkbox"/> Times of the school day	Timings / Parents

PERFECTION

Top tips to make sure you have a great school website:



- Remove out of date information/external links and hide 'under construction' pages
- Keep main navigation sections to a minimum using clear titles
- Avoid long drop down menus, instead, keep information in subsections
- Keep all news up to date - we suggest weekly posts
- Avoid making viewers download a document for a small piece of information, copy it into the web page
- Offer downloadable versions of information where possible
- Keep the font, text sizes and heading styles we have provided consistent throughout the website
- Avoid typing in CAPITALS, as it interferes with the translation of the page
- Avoid underlining text, as it may be confused with a hyper-link
- Use high resolution photography



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The Cleverbox Ofsted checklist is correct to the best of our knowledge as of January 2019. This checklist should be used as a reference guide only, and Cleverbox takes no responsibility for the compliancy of any school website, unless it is contractually maintained by us. For full details of the Ofsted website requirements, please visit the .Gov.Uk website.

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